

TRANSFORMING YOUNG LIVES AND CREATING SAFER COMMUNITIES

FIVE THINGS

Five Things to Know and Do in JCMS

Five Things to Know

#1 Counting Referrals

- Create a Paper Complaint Referral to track offenses received prior to face-to-face contact with the juvenile
 - Don't wait until intake to create the referral
- If a juvenile has a paper complaint referral pending, all new offenses will be added to this pending paper complaint referral until either:
 - The referral is disposed or
 - Face-to-face contact occurs

#1 Counting Referrals

History									
Referra	al History								
Add Nev	Add New								
Details	Paper Complaint Date	Referral Date	Type	Referral #	Primary Offense	MAYSI Date /Multiple	Cause #	Primary Probation Officer	
VIEW	07/13/2018		PA	1050018667	13990001 - ASSAULT CAUSES BODILY INJ Statute Citation: PC 22.01(a)(1) Level/Degree: MA Offense #: 1050018667-01 Addl. Offenses: 0 Originating Ref:	No		User, TJJD Hays County Juvenile Probation	
	Disposition: Pending								

#2 Violating Deferred Prosecution or Conditional Pre- Disposition Supervision is Not an Offense

 You cannot charge a juvenile with a Violation offense for violating either the terms of Deferred Prosecution or Conditional Pre-Dispositional Supervision

 If the juvenile is detained due to these violations, attach the detention entry to the original referral

#3 Interim/Permanent Transfers

SENDING DEPARTMENT

 If you send a juvenile out of your department through Inter-County Transfer, close the juvenile's supervision in your department

Outcome: Transferred out of Jurisdiction

 You can create an Interim Inter-County Transfer supervision to track the time the juvenile will be on interim supervision in the receiving department

#3 Interim/Permanent Transfers

RECEIVING DEPARTMENT

- If you receive a juvenile through Inter-County Transfer, create an Interim/Permanent Transfer Referral
 - Use the offense and disposition information from the home county for the referral with the supervision disposition
 - Additional referrals (including Violations) can be documented in Chronological Notes
- Create a supervision entry of either Interim Probation or Interim Deferred

#4 MAYSI Requirements

- A MAYSI must be administered within 14 calendar days from the date of the first face-to-face contact between the juvenile and department staff for Formal and Paper Formalized Referrals.
- A MAYSI must be administered within 48 hours <u>every time</u> a child is placed in detention, even if the MAYSI was previously and/or recently administered.

#5 Leaving Detention to Attend a Court Hearing is Not Considered a Release from Detention

• If a juvenile is transferred from a detention facility to court and then returned to the detention facility, this is considered one continuous detention.

 Do not close the detention entry when the juvenile leaves the facility and then open a new detention entry when the juvenile returns to the facility.

Five Things to Do

#1 Run the Caseload Report

- Run the Caseload Report for the full department
 - We have seen juveniles assigned to officers no longer employed
 - We have seen officers with assignments that need to be closed

#2 Run an Ad Hoc for Juveniles on Supervision Without a P.O. Assignment

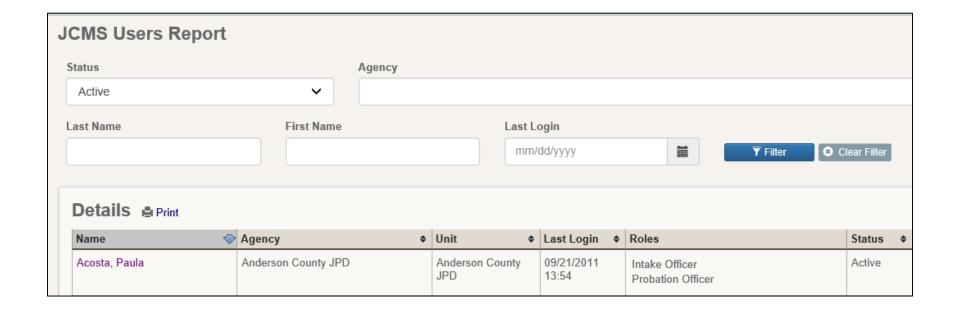
- Supervisions are included on the Caseload Report and Pending Actions Report <u>only</u> if a probation officer is assigned.
- Run an Ad Hoc to identify juveniles on supervision without a probation officer assignment. Criteria for report:
 - Juvenile Primary Probation Officer Last Name IS EMPTY
 - Supervision End Date IS EMPTY

Ad Hoc

Summary									
Type of information: Supervision									
Report Title: juveniles on supervision without a PO Assignment									
Criteria Fields									
Add Selection	Criteria For Field:	Add New							
	Field	Criteria							
Edit Delete	Juvenile Primary Probation Officer Last Name	(latestOfficer.LastName is null)							
•									
Edit Delete	Supervision End Date	(convert(datetime, convert(varchar, supervision.EndDate, 101)) is null)							
0									
Print Fields									
<u>Edit</u>									
Field	Sort Order								
Juvenile PID									
Juvenile Full	Ascending								
Supervision									
Supervision I									
Supervision I	Supervision Estimated End Date								

#3 Review User Profiles

Under Reports, run the JCMS Users Report



#3 Review User Profiles

Click the hyper link to access the profile in Security and change the status to Terminated for any users no longer employed



#4 Attachments

Attach something to someone's folder

- If your department hasn't fully embraced attachments yet, try it with:
 - One juvenile's folder
 - One type of document

#5 Contact Us

Call or email us with any questions

Enterprise & Customer Support desk: 512-490-7724

EnterpriseSupport@tjjd.texas.gov

THANK YOU!